

State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW

| | | | | | |
|---|----------------------|---|--------------------|----------------------|--|
| Department Office/Division/Program: | | Office of the Attorney General | | | |
| Department Contract Administrator or Grant Coordinator: | | Mark Toulouse | | | |
| (If applicable) Department Reference #: | | | | | |
| Amount: (Contract/Amendment/Grant) | \$ 5,250.00 | Advantage CT / RQS #: | | RQS 26A 20211115*547 | |
| CONTRACT | Proposed Start Date: | 11/26/2021 | Proposed End Date: | 11/25/2022 | |
| AMENDMENT | Original Start Date: | | Effective Date: | | |
| | Previous End Date: | | New End Date: | | |
| GRANT | Project Start Date: | | Grant Start Date: | | |
| | Project End Date: | | Grant End Date: | | |
| Vendor/Provider/Grantee Name, City, State: | | IPro Tech, LLC, 1700 N. Desert Drive, Suite 101, Tempe AZ 85281 | | | |
| Brief Description of Goods/Services/Grant: | | Eclipse SE – Litigation Software and Support | | | |

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

| | | | |
|---|-----------------------------------|--|----------------------------------|
| | A. Competitive Process | | G. Grant |
| | B. Amendment | | H. State Statute/Agency Directed |
| X | C. Single Source/Unique Vendor | | I. Federal Agency Directed |
| | D. Proprietary/Copyright/Patents | | J. Willing and Qualified |
| | E. Emergency | | K. Client Choice |
| | F. University Cooperative Project | | L. Other Authorization |

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Ipro Tech LLC Eclipse SE is case management software that allows attorneys at the Office of the Attorney General to manage documents, depositions, and other materials in complex civil and criminal cases. It ingests large volumes of paper and electronic documents, emails, and other materials to facilitate the review and analysis of the materials. It enables attorneys to sift documents for relevancy, conduct privilege reviews, and efficiently search for and organize critical information. It would be difficult, if not impossible, to effectively litigate complex cases without such case management software.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Eclipse is widely used among government agencies, including Attorney General offices in many different states and the United States Attorney for the District of Maine. It was selected after a thorough review of available software because it has all of the necessary features, was easy to use, includes strong user support, and allows for collaborative work with state and federal agencies in other jurisdictions.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The licensing fees for Eclipse SE are comparable to other case management software and are reasonable given the breadth and scope of features the software offers. The software significantly reduces the amount of manual work that would otherwise be necessary to manage information in complex cases, and likely results in a net savings to the office.

4. Describe the plan for future competition for the goods or services.

The Office of the Attorney General is currently auditing all information technology costs for the Fiscal Year 2022-2023 biennial budget. Each piece of that budget will go to the most economical vendor, which may be the Office of Information Technology, IPro Tech LLC, or another outside source. As items come up for renewal, quotes from three vendors will be solicited as warranted.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

Mark A. Toulouse

Printed Name:

Mark A. Toulouse
Administrative Services Division
Chief

Date:

2/16/2022

**Signature of DAFS
Procurement Official:**

Joseph Zrioka

Printed Name:

Joseph Zrioka

Date:

2/22/2022